

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 9	Number 2	Effective Date 05/20/11	Review Date 2014
Subject POLICE COMMUNICATIONS – UNIT NUMBERS			☐ New Order ☒ Replaces G.O. 9-2, (04/21/11)
References CALEA 81.2.4a, 81.2.4c, 81.2.4d			
 _____ Chief of Police or Designee		_____ 05/20/11 Date	

I. PURPOSE

The purpose of this directive is to provide the Division of Emergency Communications' (DEC) personnel with an identification system. This identification system enhances operational efficiency and field personnel safety whereby telecommunications, supervisors and fellow officers know the status of field personnel, their locations, the nature of cases or calls-for-service and developments in their investigations.

II. POLICY

- A. It is the policy of the Richmond Police Department through its communications system to satisfy the immediate information needs of the agency in the course of its normal daily activities and during emergencies. It is the latter situation that places the greatest demands upon the communications system and tests the capacity of the system to fulfill its functions.
- B. The system conveys information from the public to the Department, through communications personnel, to the officer who responds to the call-for-assistance, to other law enforcement and public service agencies and to information storage facilities and retrieval subsystems. The speed and accuracy with which information flows through each system are measures of the Department's capacity to respond to the needs of the community.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action.

Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE

RADIO NUMBERS

UNIT NUMBER	ASSIGNMENT
1	Chief of Police
2	Deputy Chief of Police - Operations
3	Deputy Chief of Police – Support Services
4	Deputy Chief of Police - Administration
5	Major – Chief of Staff
6	Major – Area 1
7	Major – Area 2
8	Major – Support Services
9A	Watch Commander, Area 1
9B	Watch Commander, Area 2
10	Major – Office of Professional Responsibility (OPR)

Headquarters Personnel/Commanders

11	Disciplinary Review Office (DRO) – Captain or Lieutenant
12	Internal Affairs Division – Captain
13	Internal Affairs Division – Lieutenant
14-15	Internal Affairs Division/DRO – Sergeants
16-21	Internal Affairs Detectives
22	RMS (Records Management System) Team
23	RMS Team
24	Crime Stoppers Detective
25	RMS Systems Operations Administrator
26	Office of General Counsel – Sergeant
27	Command Post
28	Property and Evidence Unit – Lieutenant
29	Property and Evidence Unit – Sergeant
30-32	Property and Evidence Unit Personnel (Tow Lot, Garage, other sworn officer)
33	Technical Assistance – Sergeant
34-36	Technical Assistance – Detectives
37	Warrant and Information – Lieutenant

38	Policy Compliance – Detective
39	Financial Crimes and Public Integrity Unit – Sergeant
40-43	Financial Crimes and Public Integrity Unit – Detectives
44	Personnel and Recruitment Unit – <i>Captain</i>
45	Personnel and Recruitment Unit – <i>Lieutenant</i>
46	<i>Personnel and Recruitment Unit - Sergeant</i>
47-59	Personnel and Recruitment Unit - Personnel
60	CYIS – Captain
61-62	Community <i>Care</i> – Lieutenants
63	CAPS - Sergeant
64	School Resource - Sergeant
65	<i>Vacant</i>
66	Community Care - Sergeant
67-70	CAPS Officers
71-84	School Resource Officers (SRO)
85-89	Community Care Officers
90-91	Police Athletic League (PAL)
92-94	H.O.P.E.
95	Executive Protection Unit (EPU) Lieutenant
96	EPU - Detective
97	<i>Chief's Office – Police Officer</i>
98-99	<i>Vacant</i>

1st Precinct

100	Commander
101	Executive Officer
102	Focus Mission Team (FMT) – Lieutenant
103-109	Sector Sergeants
110	Lieutenant Sector 111
111-119	Sector 111 Units
120	Lieutenant Sector 112
121-129	Sector 112 Units
130	Lieutenant Sector 113
131-139	Sector 113 Units
140-149	Reserved for Duty Officer (Non-CFS responding assignments)
150-154	Wagons (Transport)
155-159	Vacant
160	FMT – Sergeant (Uniform)

161-169	FMT Uniform Officers (Uniform)
170	FMT – Sergeant (Inv)
171-179	FMT – Detectives (Inv)
180-189	Motorcycle Officers
B11-B19	Bike Officers
W11-W19	Walking Officers
X1	<i>Differential Police Response (DPR) personnel</i>
190-199	Detectives (Special Initiatives)

2nd Precinct

200	Commander
201	Executive Officer
202	FMT – Lieutenant
203-209	Sector Sergeants
210	Lieutenant Sector 211
211-219	Sector 211 Units
220	Lieutenant Sector 212
221-229	Sector 212 Units
230	Lieutenant Sector 213
231-239	Sector 213 Units
240-249	Vacant
250-251	Wagons (Transport)
252-259	<i>Vacant</i>
260	FMT – Sergeant (Uniform)
261-269	FMT Officers (Uniform)
270	FMT – Sergeant (Inv)
271-279	FMT Detectives
280-288	Motorcycle Officers
289	<i>Environmental Officer</i>
B21 –B29	Bicycle Officers
W21-W29	Walking Officers
X2	<i>Differential Police Response (DPR) personnel</i>

3rd Precinct

300	Commander
301	Executive Officer
302	FMT – Lieutenant
303-309	Sector Sergeants

310	Lieutenant Sector 311
311-319	Sector 311 Units
320	Lieutenant Sector 312
321-329	Sector 312 Units
330	Lieutenant Sector 313
331-339	Sector 313 Units
340-349	Vacant
350-354	Wagons (Transport)
355-359	Vacant
360	FMT – Sergeant (Uniform)
361-369	FMT Officers (Uniform)
370	FMT – Sergeant (Inv)
371- 381	FMT Detectives
382-389	Motorcycle Officer
390-398	<i>Vacant</i>
399	<i>Environmental Officer</i>
B31-B39	Bicycle Officers
W31-W39	Walking Officers
X3	<i>Differential Police Response (DPR) personnel</i>

4th Precinct

400	Commander
401	Executive Officer
402	FMT – Lieutenant
403-409	Sector Sergeants
410	Lieutenant Sector 411
411-419	Sector 411 Units
420	Lieutenant Sector 412
421-429	Sector 412 Units
430	Lieutenant Sector 413
431-439	Sector 413 Units
440- 448	Vacant
449	<i>VCIT - Detective</i>
450-454	Wagons (Transport)
455-459	Vacant
460	FMT – Sergeant (Uniform)
461-469	FMT Officers (Uniform)
470	FMT – Sergeant (Inv)

471-479	FMT Detectives
480-489	Motorcycle Officer
B41-B49	Bicycle Officers
W41-W49	Walking Officers
X4	<i>Differential Police Response (DPR) personnel</i>
B51 - B59	Reserved

Special Operations Division/Training Division (Academy)

500	Special <i>Operations</i> Division – Captain
501	Homeland Security & Intelligence Unit – Lieutenant
502	Traffic <i>Enforcement/Operations Unit</i> – Lieutenant
503	Tactical Response Unit – Lieutenant
504	Vacant
505-509	Traffic – Sergeants
510-519	Traffic Cruisers
520-523	Hit and Run
524-529	Vacant
530	Homeland Security & Intelligence – Sergeant
531-539	Homeland Security & Intelligence – Detectives
540	Special <i>Operations</i> Division Motorcycle – Sergeant
541-549	Special <i>Operations</i> Division Motorcycle Officers
550-559	Vacant
560	Special <i>Operations</i> Division and Permits – Sergeant
561	School Guard Supervisor
562-569	Police Support Officer
570-579	Vacant
580	Academy – Captain
581-582	Academy – Lieutenant
583-586	Academy – Sergeants
587-596	Academy Officers
597	Off-Duty Employment – <i>Lieutenant</i>
598	<i>Off-Duty Employment - Sergeant</i>
A1-A2-A3	Aviation Officers
M1	Mounted – Sergeant
M2-M9	Mounted Officers
K1	Canine – Sergeant
K2-K10	Canine Officers

K11	Canine Officer (Explosives)
K12-K20	Canine Officers (Narcotics)
SR1-SR9	Second Responder Unit

Special Investigations Division – SID

600	Captain
601	Narcotics Lieutenant
602	<i>Gang Unit Lieutenant</i>
603-609	Narcotics Sergeants
610-669	Narcotics Detectives
670	Gang Unit – <i>Sergeant</i>
671-679	Gang Unit – Detectives
680-696	Available for Special Task Force Assignments
697-699	Support thru Rapid Tactical Response (SRT)

Major Crimes Division

700	Commander
701-703	Detective Lieutenants
704-708	Homicide Sergeants
709	Medical Examiner's Investigator
710-739	Homicide Team – Detectives
740	Forensics Team - <i>Program Manager</i>
741-746	<i>Forensics Team - Detectives</i>
750	Forensics Team - <i>Sergeant</i>
751-759	Forensics Team - Investigators
760	Youth and Family Crimes – Sergeant
761-769	Youth and Family Crimes – Detectives
770	Admin/Major Crimes Team – Sergeant
771	Warrant Service Car
772-773	Arson Investigators
774-775	Screeners/Pawn and Gold Detectives
776-779	Fugitive Team Detectives
780	Aggravated Assault/Sex Crimes Sergeant – Team A
781-789	Aggravated Assault/Sex Crimes – Team A
790	Aggravated Assault/Sex Crimes Sergeant – Team B
791-799	Aggravated Assault/Sex Crimes – Team B

Field Services – Special Initiative

800-802	Initiative Captains
803-809	Initiative Lieutenants
810	Initiative Sergeant
811-819	Initiative Officers
820	Initiative Sergeant
821-829	Initiative Officers
830	Initiative Sergeant
831-839	Initiative Officers
840	Initiative Sergeant
841-849	Initiative Officers
850	Initiative Sergeant
851-859	Initiative Officers
860	Initiative Sergeant
861-869	Initiative Officers
870	Initiative Sergeant
871-879	Initiative Officers
880	Initiative Sergeant
881-889	Initiative Officers
890-898	Reserved
899	INFORMATION DESK

Other Areas

900	Vacant
901	DEC Executive Officer
902	DEC Program Manager
903	DEC Training/Administrative Sergeant
904-906	DEC Supervisors
907-907	Vacant - Reserved for Future Use
910-919	DIT
920-930	Truancy Personnel
931-939	NAO Officers
940	Richmond Metropolitan Authority (RMA) Day Unit
941	RMA Evening Unit
942- 979	Vacant
980	RRHA Chief of Police
981-999	RRHA Officers
<u>1000-1099</u>	<u>NOT FOR USE DUE TO TEN CODES</u>
1100-4999	Vacant, Not For Use Due to Code Numbers

